

ORDER FOR SUPPLIES OR SERVICES

CONTRACT FILES

PAGE 1 OF 6

1. CONTRACT/PURCH ORDER/AGREEMENT NO. F33657-95-D-2965		2. DELIVERY ORDER/ CALL NO. 0013		3. DATE OF ORDER/CALL (YYYYMMDD) 1999 Jul 31		4. REQUISITION/PURCH REQUEST NO. SEE SECTION G		5. PRIORITY DO-A1									
ASC/CDS USAF/AFMC ASC/CDS BLDG 16, AREA B 2275 D. STREET WRIGHT PATTERSON AFB OH 45433-7233 (2LT) PATRICIA S. KENNEDY (937) 255-7003 PATRICIA.KENNEDY@WPafb.af.mil				CODE FA8622		7. ADMINISTERED BY (If Other than 6) DCMC DAYTON AREA C BUILDING 30 1725 VAN PATTON DRIVE WRIGHT-PATTERSON AFB OH 45433-5302 SCD: C PAS: (NONE)			CODE S3605A		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)						
9. CONTRACTOR MODERN TECHNOLOGIES CORP NAME 4032 LINDEN AVE AND ADDRESS DAYTON OH 45432-3006				CODE 9J721		FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE			11. X IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED WOMEN-OWNED						
				MAILING DATE JUL 31 1999		12. DISCOUNT ITEMS N			13. MAIL INVOICES TO ADDRESS IN BLOCK SEE BLOCK 15 (PAYMENT OFFICE)								
14. SHIP TO SEE SCHEDULE				CODE		15. PAYMENT WILL BE MADE BY DFAS-CO/NEW DOMINION DIVISION P O BOX 182041 COLUMBUS OH 43218-2041			CODE SC1018		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.						
16. TYPE OF ORDER		DELIVERY/ CALL <input checked="" type="checkbox"/>		This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.													
		PURCHASE <input type="checkbox"/>		Reference your furnish the following on items specified herein.													
				ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.													
NAME OF CONTRACTOR												SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)	
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies.																	
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE SEE SECTION G																	
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT		22. UNIT PRICE		23. AMOUNT					
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.						24. UNITED STATES OF AMERICA LYTUS JORDAN BY: <i>Lytus Jordan</i> 28 Jul 99 CONTRACTING/ORDERING				25. TOTAL \$156,227.76		29. DIFFERENCES					
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED DATE SIGNATURE AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						27. SHIP NO.		28. D.O. VOUCHER NO.		30. INITIALS							
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT. DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER						<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR							
						<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34. CHECK NUMBER							
										35. BILL OF LADING							
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.							

DD FORM 1155, JAN 1998 (EG)

PREVIOUS EDITION MAY BE USED

ConWrite Version 3.00

1. This delivery order 0013 is issued pursuant to H-013 entitled the "Orders" Clause of the basic contract F33657-95-D-2965. The contractor shall provide effort in accordance with the Statement of Work(SOW), "FINANCIAL MANAGEMENT FOR THE RECONNAISSANCE SYSTEMS PROGRAM OFFICE (ASC/RA)" as specified below at a ceiling amount of \$156,227.76.

2. SECTION B AND SECTION G are set forth hereto on pages 3-5

3. SECTION H

a. In accordance with AFMC FAR Sup 5352.245-9000 Base Support(JUL 1992), base support will be provided by ASC/RAF and ASC/RAV. Access to phones, copiers, facsimile machines, computer resources, and generic office supplies will be provided.

b. CLINs 0001 and 0002 are partially funded and are subject to SCR clause 5352.232-9305 entitled, "LIMITATION OF GOVERNMENT OBLIGATION".

4. SECTION I

CLIN 0005 is fully funded and is subject to FAR clause 52.232-20 entitled, "LIMITATION OF COST".

5. SECTION J, list of attachment is set forth hereto on page 6 (note: Contract Security Classification Specification, dated 26 July 1999 is attached hereto and made a part hereof.)

6. Period of Performance for this order is from 31 Jul 99 to 26 Sept 00.

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
0001			\$156,063.55

FINANCIAL MANAGEMENT SUPPORT

acrn: AA
security: U
contract type: Y - TIME AND MATERIALS
completion date: 26 SEP 2000
descriptive data:

a. The contractor will provide Financial Management Support as specified in the Statement of Work(SOW), "FINANCIAL MANAGEMENT SUPPORT FOR THE RECONNAISSANCE SYSTEMS PROGRAM OFFICE (ASC/RA)", dated 26 JULY 1999, Section J Atch 1.

b. Partial funding in the amount of \$89,518.79 is hereby obligated for this CLIN which will fund this item through 15 Feb 2000. Funds in the amount of \$66,544.76 remain to be obligated.

c. Listed below are the negotiated labor categories and corresponding estimated hours.

31 Jul 1999 to 26 Sept 1999

Contractor	Labor Category	Estimated Hours
Prime(Off-Site)	Project Manager	32
Prime(On-Site)	Journeyman Analyst	300
Prime(On-Site)	Analyst	300
	Subtotal	632

27 Sept 1999 to 26 Sept 2000

Contractor	Labor Category	Estimated Hours
Prime(Off-Site)	Project Manager	201
Prime(On-Site)	Journeyman Analyst	1,940
Prime(On-Site)	Analyst	1,940
	Subtotal	4,081
	Total Labor	4,713

ITEM	SUPPLIES OR SERVICES	Qty Purch Unit	Unit Price Total Item Amount
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0002	DATA		NSP
	acrn: U		
	security: U		
	DD1423 is Exhibit: A		
	contract type: Y - TIME AND MATERIALS		
	completion date: 26 SEP 2000		
	descriptive data:		
Submit data in accordance with Attachment #1, Contract Data Requirements List (DD Form 1423) dated 30 JUN 1999. The price of this CLIN is included in the price of CLIN 0001 above.			
0005	TRAVEL AND COMPUTER SERVICES		\$164.21
	acrn: AA		
	security: U		
	contract type: S - COST REIMBURSEMENT		
	completion date: 26 SEP 2000		
	descriptive data:		
a. Travel and computer services required in the performance of CLIN 0001 above.			
b. This CLIN is fully funded.			

ACRN Appropriation/Lmt Subhead/Supplemental Accounting Data										Obligation Amount
AA										\$89,683.00
	57	93600	299	4720	674816	104816	592IH	35205F	503000	F03000
funding breakdown:										
							On Clin 0001:			\$89,518.79
							On Clin 0005:			\$164.21
pr/mipr:										
							GRAVS997205074			\$89,683.00

DOCUMENT	PGS	DATE	TITLE
ATTACHMENT 1	3	26 JUL 1999	Statement of Work entitled, "FINANCIAL MANAGEMENT SUPPORT FOR THE RECONNAISSANCE SYSTEMS PROGRAM OFFICE (ASC/RA)"
ATTACHMENT 2	3	26 JUL 1999	DD FORM 254 - CONTRACT SECURITY CLASSIFICATION
EXHIBIT A	1	30 JUN 1999	CONTRACT DATA REQUIREMENTS LIST (CDRL)

**STATEMENT OF WORK (SOW)
FINANCIAL MANAGEMENT SUPPORT FOR THE
RECONNAISSANCE SYSTEMS PROGRAM OFFICE (ASC/RA)**

1.0 OBJECTIVE: This Statement of Work provides integrated financial analysis support to the Reconnaissance Systems Program Office (SPO), Financial Management Division (ASC/RAF). The contractor shall provide personnel with the background and experience necessary to perform the tasks described in section 3.0.

2.0 SCOPE/BACKGROUND: Reconnaissance SPO, Financial Management Division, requires technical assistance to augment existing SPO functional personnel with corporate and program budgeting, financial analysis, and ULO/NULO reconciliation. Contractor personnel shall also provide assistance, as required, with the accounting system and financial plans management. This support is critical due to the SPO's large number of programs and diminishing organic resources.

3.0 WORK TO BE ACCOMPLISHED/TASK REQUIREMENTS: The contractor shall conduct research and provide inputs to program financial management. These efforts include: obligation and expenditure forecasting, funds management, funds statusing and interfacing with accounting and finance systems. Funds management involves an understanding of Research and Development (R&D), Production, and Operations and Maintenance (O&M) appropriations. Examples of funds management duties include processing of funding documents, resolving Unliquidated Obligations (ULOs), Negative Unliquidated Obligations (NULO), tracking of overtime and travel, management of IMPAC accounts, and contract closeouts. Specific requirements and skills are outlined in 3.1 and 3.2.

3.1 SPO BUDGETING, FINANCIAL PLANS MANAGEMENT, AND ULO/NULO MANAGEMENT:
The contractor shall provide financial and budget development support to assist SPO financial management personnel in managing the corporate budget, developing financial baselines and budgetary documentation, performing obligation and expenditure forecasting, reconciliation of accounting data, developing accounting status reports, and preparation of program reviews and reports. (DI-MGMT-80227/T)

The contractor shall provide analytical support to the SPO to help identify existing ULO/NULO's on a contract. This support includes, but is not limited to:

- Using existing contractor financial data and documentation including cost, billings, obligations, expenditures, and associated contract values
- Researching existing documentation to determine the amount of ULO's.
- Identifying each ULO as to its contract and funding particulars.
- Developing or executing a plan to correct the identified ULO problem based on SPO direction.

Contractor ULO/NULO analysis shall permit separation of CLIN data, financial appropriations, number, BPAC, short description of the contracted effort under investigation, lot indicator and contract type. The contractor shall organize and analyze the data collected and review the data to determine the dollars obligated per lot, per contract type, per fund cite, per ACRN, and per Government obligation standard. The contractor shall organize and analyze the data collected, as necessary, to determine the contractor expenditures and Government payments per lot, per fund cite, per ACRN, and per Government obligation document. The contractor shall review the data collected to determine data accuracy. The contractor shall analyze and reconcile obligations and disbursements using automated tools such as MOCAS and SPOMIS.

The contractor shall meet the following requirements:

- A. The contractor shall have a working knowledge of the preparation and processing of funding documents. These documents include, but are not limited to:
 - AFLC/AFSC Form 36, Purchase Request
 - AF Form 9, Request for Purchase
 - AF Form 185, Project Order

26 July 1999

- DD Form 448, Military Interdepartmental Purchase Request (MIPR)
- AF Form 4009, Government Purchase Card Fund Cite Authorization
- AF Form 616, Fund Cite Authorization
- AF Form 406, Miscellaneous Obligation Reimbursement Document (MORD)
- B. The contractor shall have an understanding of various appropriations such as:
 - Air Force (R&D - 3600; Production - 3010; Miscellaneous Production - 3080; O&M - 3400)
 - Defense Advanced Research Projects Agency (DARPA)
- C. The contractor shall have the ability to implement and use the Automated Business Services System (ABSS).
- D. The contractor shall have the ability to process, monitor, and status multiple funding actions simultaneously.
- E. The contractor shall have working experience with MS Excel, MS PowerPoint, and MS Word.
- F. The contractor shall have the ability to use various financial software such as Paperview, CPAS, IAPs, MOCAS, and SPOMIS.
- G. The contractor shall have an in-depth understanding of the ULO/NULO process, including tracking, reconciliation, and resolution.
- H. The contractor shall have a working knowledge of Accounting and Finance, DFAS/OPLOC operations and interrelationships.
- I. The contractor shall have experience in contract obligations and expenditure reconciliation.
- J. The contractor shall be prepared to perform miscellaneous budget summaries, statusing and monetary reporting.

3.2 UNMANNED AERIAL VEHICLES (UAV) BUDGETING, FINANCIAL PLANS MANAGEMENT, AND ULO/NULO MANAGEMENT: The contractor shall provide financial and budget development support to assist SPO financial management personnel in managing the UAV budget, developing financial baselines and budgetary documentation, performing obligation and expenditure forecasting, reconciliation of accounting data, developing accounting status reports, and preparation of program reviews and reports.
(DI-MEMT-80227/T)

The contractor shall meet the following requirements:

- A. The contractor shall have a working knowledge of the preparation and processing of funding documents. These documents include, but are not limited to:
 - AFLC/AFSC Form 36, Purchase Request
 - AF Form 9, Request for Purchase
 - AF Form 185, Project Order
 - DD Form 448, Military Interdepartmental Purchase Request (MIPR)
 - AF Form 4009, Government Purchase Card Fund Cite Authorization
 - AF Form 616, Fund Cite Authorization
 - AF Form 406, Miscellaneous Obligation Reimbursement Document (MORD)
- B. The contractor shall have an understanding of various appropriations such as:
 - Air Force (R&D - 3600; Production - 3010; Miscellaneous Production - 3080; O&M - 3400)
 - Defense Advanced Research Projects Agency (DARPA)
- C. The contractor shall have the ability to implement and use the Automated Business Services System (ABSS).
- D. The contractor shall have the ability to process, monitor, and status multiple funding actions simultaneously.
- E. The contractor shall have working experience with MS Excel, MS PowerPoint, and MS Word.
- F. The contractor shall have the ability to use various financial software such as Paperview, CPAS, IAPs, MOCAS, and SPOMIS.
- G. The contractor shall have an in-depth understanding of the ULO/NULO process, including tracking, reconciliation, and resolution.

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- H. The contractor shall have a working knowledge of Accounting and Finance, DFAS/OPLOC operations and interrelationships.
- I. The contractor shall have experience in contract obligations and expenditure reconciliation.
- J. The contractor shall be prepared to perform miscellaneous budget summaries, statusing and monetary reporting.

<div>DEPARTMENT OF DEFENSE</div> <div>CONTRACT SECURITY CLASSIFICATION SPECIFICATION</div> <div>(The requirements of the DoD Industrial Security Manual apply to all security aspects of this effort)</div>				<div>1. CLEARANCE AND SAFEGUARDING</div> <div>a. FACILITY CLEARANCE REQUIRED</div> <div>SECRET</div> <div>b. LEVEL OF SAFEGUARDING REQUIRED</div> <div>N/A</div>			
2. THIS SPECIFICATION IS FOR: (X and complete as applicable)				3. THIS SPECIFICATION IS: (X and complete as applicable)			
<div>X</div> <div>a. PRIME CONTRACT NUMBER</div> <div>F33657-95-D-2965/0013</div>		<div>Exp: 00 09 26</div>		<div>X</div> <div>a. ORIGINAL (Complete date in all cases)</div> <div></div>		<div>Date (YYMMDD)</div> <div>99 07 26</div>	
<div>b. SUBCONTRACT NUMBER</div> <div></div>				<div>b. REVISED (Supersedes all previous specs)</div> <div></div>	<div>Revision No.</div> <div></div>	<div>Date (YYMMDD)</div> <div></div>	
<div>c. SOLICITATION OR OTHER NUMBER</div> <div></div>		<div>DUE Date (YYMMDD)</div> <div></div>		<div>c. FINAL (Complete Item 5 in all cases)</div> <div></div>		<div>Date (YYMMDD)</div> <div></div>	
<div>4. IS THIS A FOLLOW-ON CONTRACT?</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If Yes, complete the following:</div> <div>Classified material received or generated under _____ (Preceding Contract Number) is transferred to this follow-on contract</div>							
<div>5. IS THIS A FINAL DD FORM 254?</div> <div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div> <div>If Yes, complete the following:</div> <div>In response to the contractor's requested dated _____, retention of the identified classified material is authorized for the period of _____</div>							
6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)							
<div>a. NAME, ADDRESS, AND ZIP CODE</div> <div>Modern Technologies Corporation</div> <div>P.O. Box 31048</div> <div>Dayton OH 45432</div>			<div>b. CAGE CODE</div> <div>9J721</div>	<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div>DSS MIDWEST (OMW)</div> <div>610 SOUTH CANAL ROOM 800</div> <div>CHICAGO IL 60607-4599</div>			
7. SUBCONTRACTOR							
<div>a. NAME, ADDRESS, AND ZIP CODE</div> <div></div>			<div>b. CAGE CODE</div> <div></div>	<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div></div>			
8. ACTUAL PERFORMANCE							
<div>a. LOCATION</div> <div></div>			<div>b. CAGE CODE</div> <div></div>	<div>c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)</div> <div></div>			
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT							
Mission Support Budget, and ULO/NULO Reconciliation							
10. THIS CONTRACT WILL REQUIRE ACCESS TO:				11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:			
<div>a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION</div>				<div>a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY</div>			
<div>b. RESTRICTED DATA</div>				<div>b. RECEIVE CLASSIFIED DOCUMENTS ONLY</div>			
<div>c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION</div>				<div>c. RECEIVE AND GENERATE CLASSIFIED MATERIAL</div>			
<div>d. FORMERLY RESTRICTED DATA</div>				<div>d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE</div>			
<div>e. INTELLIGENCE INFORMATION</div>				<div>e. PERFORM SERVICES ONLY</div>			
<div>(1) Sensitive Compartmented Information (SCI)</div>				<div>f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S. PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES</div>			
<div>(2) Non-SCI</div>				<div>g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER</div>			
<div>f. SPECIAL ACCESS INFORMATION</div>				<div>h. REQUIRE A COMSEC ACCOUNT</div>			
<div>g. NATO INFORMATION</div>				<div>i. HAVE TEMPEST REQUIREMENTS</div>			
<div>h. FOREIGN GOVERNMENT INFORMATION</div>				<div>j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS</div>			
<div>i. LIMITED DISSEMINATION INFORMATION</div>				<div>k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE</div>			
<div>j. FOR OFFICIAL USE ONLY INFORMATION</div>				<div>l. OTHER (Specify)</div>			
<div>k. OTHER (Specify)</div>				<div>Notification of Government Security Activity is required.</div> <div>See Addendum</div>			

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate Government authority. Proposed public releases shall be submitted for approval prior to release

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Direct

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Through (Specify):

ASC/PA, 1865 4th Street, Suite 15, Wright-Patterson AFB OH 45433-6503

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs) for review.
In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guidelines/extracts reference herein. Add additional pages as needed to provide complete guidance.)

The National Industrial Security Program Operating Manual (NISPOM), January 1995 applies to this contract.

- Ref Blk 10j: For Official Use Only applies. See Addendum.
- Ref Blk 11a: Releasing Government activity will furnish complete classification guidance for the service to be performed. Contractor performance is restricted to Bldg 557, Area B, Wright-Patterson AFB OH.
- Ref Blk 11l: The Notification of Government Security Activity and Visitor Group Security Agreement clause applies. See Contract clause for details.
- Functional Area Chief: Ms Marjorie Radford, ASC/CDSY, (937)255-1783 ext 4658
- Functional Area Evaluator: Mr Thomas Felton, ASC/RAF, (937) 255-2542
- Ref Blk 17f: ASC/SYSPC, ASC/RAHS.

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

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Yes

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No

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

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Yes

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No

Contractor performance will occur on Wright-Patterson AFB, OH. DSS is relieved of all inspection responsibility for contractor performance on the installation. ASC/SYS will maintain security oversight.

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

Lytus Jordan

b. TITLE

Contracting Officer

c. TELEPHONE (Include Area Code)

(937)255-1783

d. ADDRESS (Include Zip Code)

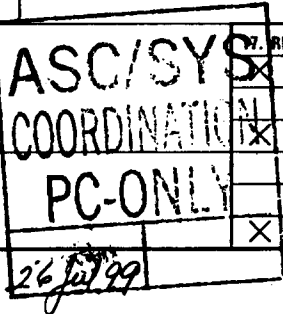
ASC/CDSY
2240 B STREET
WPAFB OH 45433-7001

e. SIGNATURE

17. REQUIRED DISTRIBUTION

- CONTRACTOR
- SUBCONTRACTOR
- COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
- U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
- ADMINISTRATION CONTRACTING OFFICER
- OTHERS AS NECESSARY

ASC/SYSPC (Security Office)
1801 TENTH ST ROOM 103
WPAFB OH 45433-7625



ADDENDUM TO DD FORM 254
05 February 1999

NOTIFICATION OF GOVERNMENT SECURITY ACTIVITY

1. Thirty days **before** the date Contractor operations will begin on Wright-Patterson AFB OH, the Contractor shall provide ASC/SYSPC, 1801 Tenth Street, WPAFB, OH 45433-7625 the following information:

- a. The name, address, and telephone number of your company's Facility Security Officer and your designated on-site security representative;
- b. The contract number and military contracting command;
- c. The highest classification category of defense information to which Contractor employees will have access;
- d. The date Contractor operations will begin on WPAFB OH;
- e. The estimated completion date of operations on WPAFB OH;

2. This requirement is in **addition** to visit request notification procedures contained in DoD 5220.22M, National Industrial Security Program Operating Manual, Chapter 6.

ADDENDUM TO DD FORM 254
23 March 1998

FOR OFFICIAL USE ONLY (FOUO)

The following procedures will be used to protect FOR OFFICIAL USE ONLY (FOUO) information.

1. **HANDLING:** Access to FOUO material shall be limited to those employees who need the material to do their jobs. The FOR OFFICIAL USE ONLY marking is assigned to information when created by a DOD User Agency. FOR OFFICIAL USE ONLY is not a classification, but requires extra precautions to ensure it is not released to the public.
2. **MARKING:**
 - a. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any).
 - b. In a classified document, mark:
 - (1) An individual paragraph that contains FOUO, but not classified information, by placing "(FOUO)" at the beginning of the paragraph.
 - (2) The top and bottom of each page that has both FOUO and classified information, with the highest security classification of the information on that page.
 - (3) "FOUO" at the bottom of each page that has FOUO information but is not classified..
 - (4) If a classified document also contains FOUO information or if the classified material becomes FOUO when declassified, place the following statement on the bottom of the cover or the first page, under the classification marking: **"NOTE: If declassified, review the document to make sure material is not FOUO and not exempt under AFI 37-131 before public release."**
 - c. Mark other records, such as computer print outs, photographs, films, tapes, or slide "FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.
 - d. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the text begins.
 - e. Make sure that documents that transmit FOUO materials call attention to any FOUO attachments.
3. **STORAGE:** To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when normal internal building security is provided. When there is no internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in locked containers such as file cabinets, desks, or bookcases. Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.
4. **TRANSMISSION:** FOUO material shall be transmitted by the same methods as other UNCLASSIFIED material. Discussion of FOUO material on the telephone is authorized if necessary for performance of the contract. FOUO information may be transmitted over telephone lines in digital form, by telecopies, or by other commercial teletype lines without encryption.
5. **RELEASE:** FOUO information may be released only to DoD components, officials of DoD component, and other DoD contractors when needed to conduct official DoD business.
6. **DESTRUCTION:** When no longer needed, FOUO information may be disposed of by any method which will preclude its disclosure to unauthorized individuals.

Page ____ of ____ Pages
Designed using Perform Pro, WHS/DIOR, Aug 96

**18. ESTIMATED
TOTAL PRICE**

**18. ESTIMATED
TOTAL PRICE**

18. ESTIMATED
TOTAL PRICE

**18. ESTIMATED
TOTAL PRICE**